



JANET NAPOLITANO
GOVERNOR

BETSEY BAYLESS
DIRECTOR

**ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE**

100 North 15th Avenue, Suite 104, Phoenix, Arizona 85007
(602) 542-5511 (main) (602) 542-5508 (fax)
<http://www.azspo.az.gov>

August 16, 2004

TO: Current Suppliers with State of Arizona Statewide Contracts

RE: Twenty-First Annual Arizona State Contract Show

On behalf of the State of Arizona, Department of Administration, I would like to cordially invite you to participate in the Twenty-First Annual Arizona State Contract Show sponsored by the State Procurement Office (AzSPO). This year's event will be held on Wednesday, October 20, at the Phoenix Civic Plaza, Exhibit Hall D, 111 North 3rd Street, Phoenix, Arizona 85004 from 8:00 a.m. until 4:00 p.m.

This is a great opportunity for state-wide contracted suppliers to meet with state and local government employees and cooperative members for exchanging information and networking. Your participation is appreciated and will greatly enhance this sharing of vital product knowledge. The cost is \$300.00 per booth. The cost to suppliers with motor vehicle contracts is \$600.00 per space. Vehicle suppliers contact Mark Johnson for details. AzSPO has initiated an on-line supplier registration system to facilitate credit card payments. See Attachment 1 for more information.

If you have any questions, please do not hesitate to call Mark Johnson at 602.542.9158 or e-mail mark.johnson@ad.state.az.us. Thank you and we look forward to seeing you at this year's show!

Sincerely,

Mark M. Johnson, CPPB
2004 Contract Show Coordinator

Attachment 1

CONTRACT SHOW INFORMATION SHEET

Chemicals/Pesticides: Exhibitors of chemicals/pesticides may display only empty containers of the products. Gasoline powered machinery must have their gas tanks empty and the coverings to the tanks taped shut. The sparks plugs on this machinery must also be disconnected. The equipment must be inspected and approved by Civic Plaza prior to show opening. Vehicle suppliers please call Mark Johnson for additional information.

Exhibit booth (10' X 10'):

Included in the booth cost will be:

- 1 each, 7" X 44" identification sign per exhibitor;
- 1 each, 6' table with skirt;
- 1 each wastebasket;
- 2 each folding chairs and
- In order to maintain continuity in the color scheme, the carpet/drapery/skirting will be provided with each booth. The colors for this year's show will be plum and silver.
- Additional supplies/equipment, electrical hookups and telephone lines may be requested for a fee from the Civic Plaza. Upon registration, our exposition service company will provide each exhibitor registered with a packet of information that will provide numbers and contacts for the services required.

Parking Tickets: Two (2) parking tickets will be issued for each booth purchased.

Promotional Items: State employees are permitted to accept promotional items of a nominal value from exhibitors; however, this practice is not encouraged or promoted.

Refreshments: A continental breakfast will be provided to exhibitors the morning of the show until 8:30 a.m.

Set-up Time: October 19, 2004, 2:00 p.m. to 6:00 p.m. Only minor final arrangements will be allowed on the morning of October 20, 2004, from 7:00 a.m. to 8:00 a.m. The show will open promptly at 8:00 a.m.

Show Time: October 20, 2004 from 8:00 a.m. to 4:00 p.m. The exhibit hall will remain open during lunch.

Storage Space: Due to lack of storage space, the Phoenix Civic Plaza will not accept exhibit materials prior to set-up time or store materials when the show has concluded.

Additional fees will be incurred if the storage of supplier's materials is necessary. The Arizona State Procurement Office is not responsible for supplier's lost or damaged equipment.

Tear Down Time: October 20, 2004, 4:00 p.m. to 6:00 p.m. Suppliers may not begin dismantling booths prior to 4:00 p.m. All equipment must be dismantled and removed on October 20, 2004.

Registration

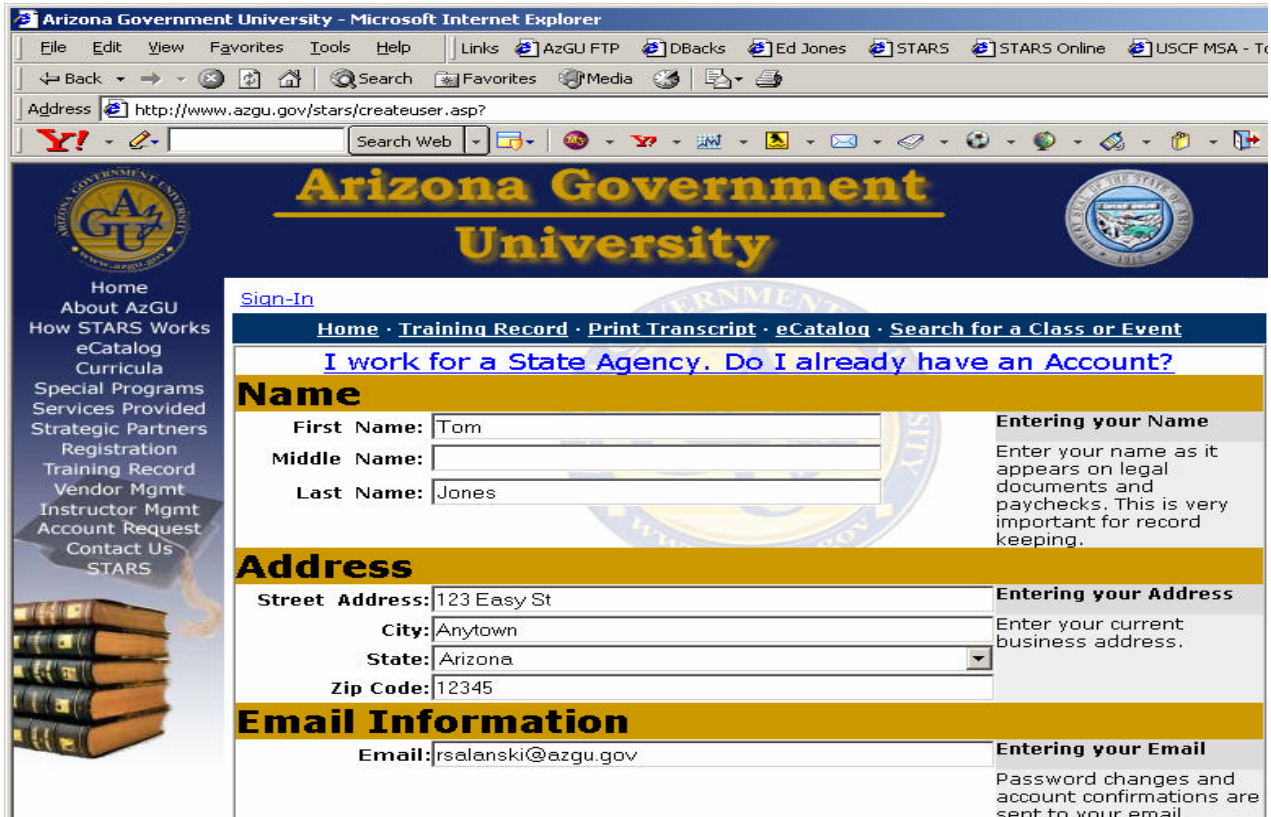
The State Procurement Office (AzSPO) has initiated a new registration process for this years contract show. This process of supplier registration and enrolling for a booth is handled through the Arizona Government University (AzGU), the same system that state employees use to register and schedule classes. This process will allow AzSPO more reliably in tracking data needed to ensure a successful show. Suppliers benefit by a simplified and expedient registration process that accepts credit card payments. For those suppliers that still wish to pay by check they may send their remittance payable to:

“The State of Arizona”
Arizona Procurement Office
Attention: Mark Johnson
100 North 15th Avenue, Suite 104
Phoenix, Arizona 85007

Booth purchases are limited to suppliers with current statewide contracts. Statewide contracts are contracts established by or thru AzSPO. On-line registration and show enrollment is required irrespective of the method of payment. All prospective participants must have enrolled and paid by October 3, 2004. Booth location assignments shall be determined by the State Procurement Office. Suppliers may purchase up to four booths, however, the enrollment system requires that the supplier enroll separately for each booth.

Please follow the following steps. If you need assistance in completing the registration process please contact Cindy Pearson at AzSPO 602-542-9131 for assistance

Step 1. Go to <http://www.azgu.gov/stars/createuser.asp>. Complete the form and click the Submit button.



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Address <http://www.azgu.gov/stars/createuser.asp?>

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[I work for a State Agency. Do I already have an Account?](#)

Name

First Name: Tom

Middle Name:

Last Name: Jones

Entering your Name

Enter your name as it appears on legal documents and paychecks. This is very important for record keeping.

Address

Street Address: 123 Easy St

City: Anytown

State: Arizona

Zip Code: 12345

Entering your Address

Enter your current business address.

Email Information

Email: rsalanski@azgu.gov

Entering your Email

Password changes and account confirmations are sent to your email.

Phone Information

Phone Type	Number
[Select Type]	
[Select Type]	
[Select Type]	
[Select Type]	

Entering your Phone Numbers
You are required to provide at least your work number. Other phone numbers are completely optional.

Agency

[I work for a State Agency. Do I already have an Account?](#)

Agency: [Other]

Please enter your company and/or state contract number.
Company: (optional)

State Contract Number: (if applicable)

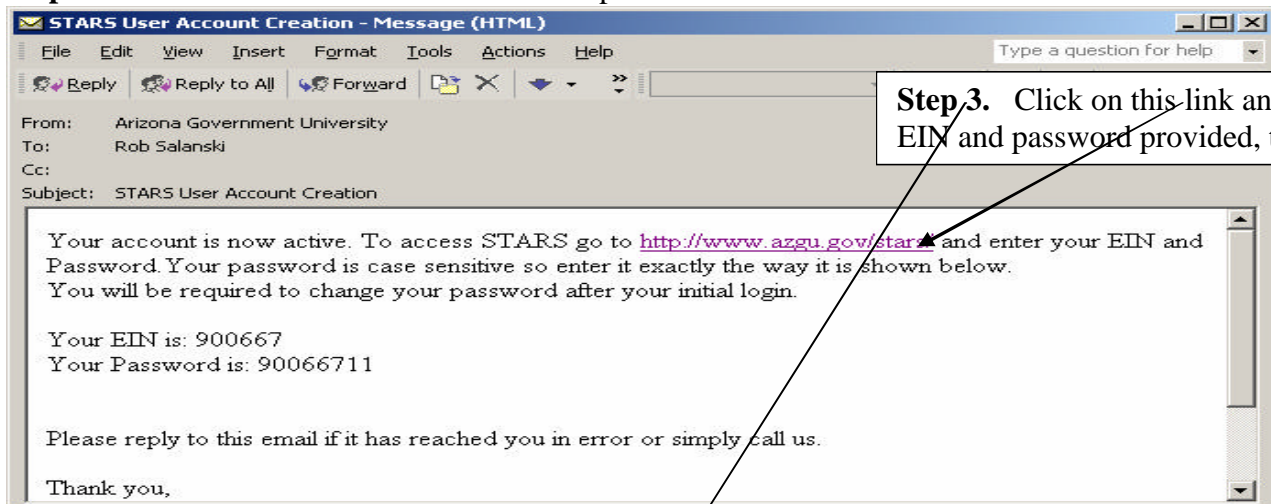
Selecting your Agency or Company
State employees must select an agency from the list. People outside State agencies may select an agency to be affiliated with or enter a Company.

On the next page you will be given the opportunity to review or print the information you have just entered.

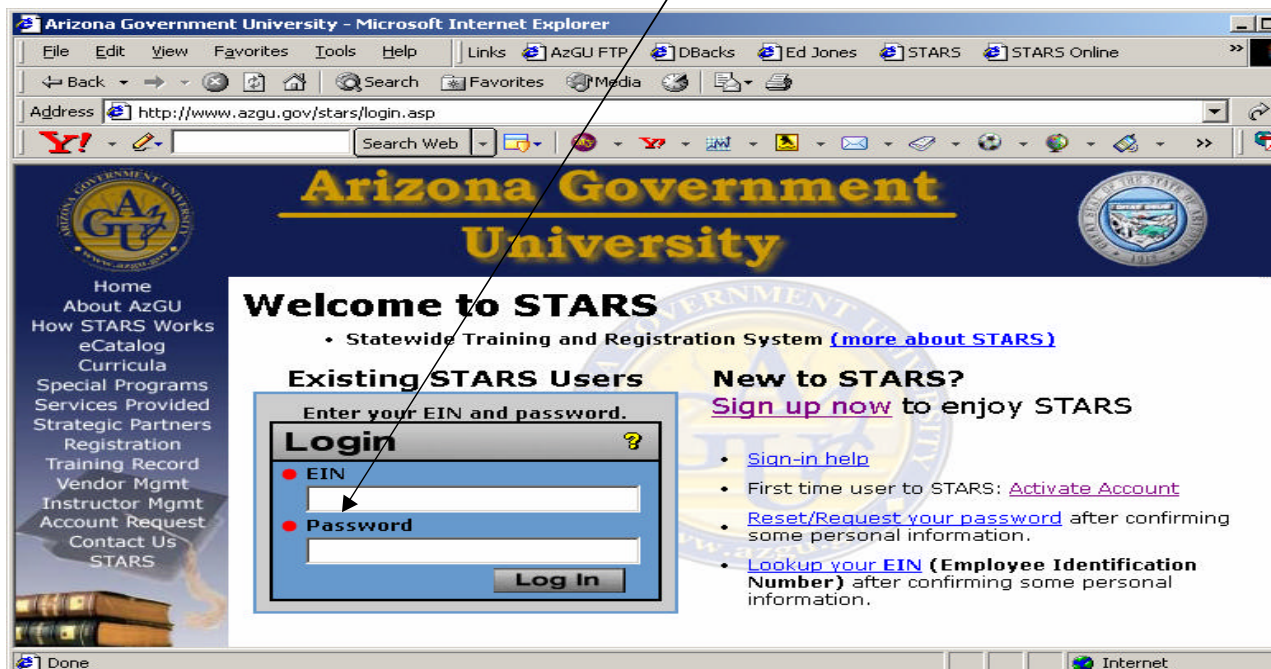
Reset

Submit

Step 2. An email will be sent to the account specified.



Step 3. Click on this link and enter the EIN and password provided, then click



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Address http://www.azgu.gov/stars/

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Welcome to STARS

- Statewide Training and Registration System ([more about stars](#))
- There aren't any required classes specified for you

Step 4. Click Search for a Class or Event.

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eCatalog Search


Example: AFIS 8/10/2004

Advanced Search

Step 5. Enter "2004 Contract Show" and click.



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eCatalog Search

Advanced Search

Records 1 - 1 of 1 for 2004 Contract Show (3.438 seconds)

Example: AFIS 8/10/2004

Course Number	Contact Hours	Start	End
<div style="background-color: yellow; padding: 5px; display: inline-block; margin-bottom: 5px;">Enroll</div> <p>Delivery Format : Exposition Event Title : 2004 Contract Show (10563363) Host Agency : Department of Administration Location : Phoenix</p>		10/20/2004 8:00:00	10/20/2004 16:00:00

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Step 6. Click the "Enroll" button.



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Enrollment Verification for Jones, Tom (ZX) 900667

Yes, Enroll in Course

No, Don't Enroll in Course

There is a charge of \$300.00 for this event.

Are you sure that you want to enroll Jones, Tom (ZX) 900667 in the course "2004 Contract Show" ?

Class Information for 2004 Contract Show (10563363)

DELIVERY FORMAT:
Exposition

Date	Starting	Ending	Facility	Room
10/20/2004	8:00:00	16:00:00	Phoenix Civic Plaza Convention Center	Exhibit Hall D

For more information about this class, contact **PEARSON, CYNTHIA M** @ 602-542-9131.
[Click here for a map.](#)

Notes:
<http://www.phoenixconventioncenter.com/>

Step 7. Confirm by clicking, "Yes, Enroll in Course".

You are now registered in the 2004 Contract Show.



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Enrollment Confirmation for Jones, Tom (ZX) 900667

[Print Confirmation](#)

THANK YOU

The status for Jones, Tom (ZX) 900667 is

Enrolled

a charge of \$300 for this event.

[Pay Now](#)

4 Contract Show (10563363)

Ending	Facility	Room
16:00:00	Phoenix Civic Plaza Convention Center	Exhibit Hall D

For more information about this class, contact **PEARSON, CYNTHIA M** @ 602-542-9131.

Step 8: If you wish to pay now:
Click Pay now to remit by Credit Card
online, or

send your remittance payable to:

State of Arizona
State Procurement Office
C/o Mark Johnson, Ste 104
100 N 15th Avenue
Phoenix, AZ 85007

All payments must be received by the
State Procurement Office by October 3,
2004.



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Enrollment Verification for Jones, Tom (ZX) 900667

[ReEnroll](#)

[Cancel Enrollment](#)

[Don't Cancel Enrollment](#)

There is a charge of \$300.00 for this event.

The status for Jones, Tom (ZX) 900667 in the course "2004 Contract Show" is

Enrolled

Would you like to cancel the enrollment or reenroll in the course?

Class Information for 2004 Contract Show (10563363)

DELIVERY FORMAT:
Exposition

Date	Starting	Ending	Facility	Room
10/20/2004	8:00:00	16:00:00	Phoenix Civic Plaza Convention Center	Exhibit Hall D

For more information about this class, contact **PEARSON, CYN**

[Click here for a map.](#)

Notes:

<http://www.phoenixconventioncenter.com/>

Step 9. To register for multiple
booths (up to 4), repeat steps 4, 5,
6, 7, and 8 then click "ReEnroll".